

Neighborhood Workbook

Appendix: Neighborhood Association Registration Form

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CITY OF SAN ANTONIO
Planning Department - Neighborhood & Urban Design Division
PO Box 839966, San Antonio, TX 78283-3966
Phone: 207-7873 Fax Number: 207-7897

NEIGHBORHOOD ASSOCIATION REGISTRATION APPLICATION

(Please print clearly, enclose requested information & return to the above address)

January 2006

1. Name of Neighborhood Association: _____
2. City Council District(s): _____
3. Contact Information: (This information will be used for all correspondence including notification of zoning cases for registered neighborhood associations within 200 feet of a zoning case.)
Name: _____ Address: _____
Telephone: _____ (*) Fax Number: _____
Email: _____ Web Site: _____
**Try to find a resident or business that will allow your association to use their fax machine.*

4. **Please submit the following:**
 - ♦ A map or written description of your neighborhood boundaries (We NEED this)
 - ♦ A list of your officers, their addresses and telephone numbers (We NEED this)
 - ♦ A signed copy of the adopted by-laws (We NEED this)
 - ♦ A list of your neighborhood's goals (Tell us what you hope to accomplish)
 - ♦ A list of all annual community events or fun activities
5. Regular Meeting Location: _____
6. Regular Meeting Date: _____ Time: _____
7. Election of Officers (Month): _____ Frequency: _____
8. Date the Association Was Founded: _____
9. Membership: (please circle your response) Voluntary Mandatory
10. No. of Neighborhood: Assn. Members # _____ Housing Units # _____ Population # _____
- Please circle your response:**
11. Is your neighborhood in a Historic District? Yes No
If so, which one? _____
12. Would you like information on the "Neighborhood Conservation District" designation as a planning tool to assist in the competitive development of new construction or additions to property, conservation and enhancement of the physical environment, etc.? Yes No
13. Does your neighborhood association publish a newsletter? Yes No
If yes, please add the Planning Department to your newsletter mailing list.
14. Do you know your SAFPE Officer? Yes No
15. Do you participate in the Good Neighbor Program? Yes No
16. Do you participate in Cellular on Patrol? Yes No

I have reviewed the attached Neighborhood Registration Policy and agree to abide by this policy.

Signature _____ Date: _____

Affiliation _____

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CITY OF SAN ANTONIO

P. O. BOX 839966
SAN ANTONIO TEXAS 78283-3966

POLICY STATEMENT ON NEIGHBORHOOD ASSOCIATIONS

January 1998, Updated July 2001

Organizational Principles

The Planning Department requires adherence to some basic organizational principles related to successful neighborhood associations including:

- non-overlapping boundaries among voluntary neighborhood associations,
- equitable geographic representation,
- membership that allows all businesses, property owners, civic institutions and residents within the geographic boundary to participate,
- an organization consisting of officers representing all citizens in the neighborhood,
- regularly held meetings, and
- ~~an organization that is open and includes minority opinions.~~

Evidence of nonconformance to the organizational principles may result in appropriate action being taken by the Planning Director. This action could include removal from the listing of neighborhood associations registered with the City of San Antonio.

Neighborhood Association Boundaries and Geographic Size

The Planning Department encourages all neighborhood associations to select well-defined boundaries that include an area of appropriate geographic size. Generally, neighborhood association boundaries should include about one square mile. Populations may range from about 2,500 to 5,000 people, approximately the population needed to serve an elementary school. Neighborhood association boundaries generally are based on major arterials, natural barriers and other environmental features.

The Planning Department will consider appropriate geographic size and boundaries when determining whether to register a neighborhood association. Boundary or geographic size issues may result in the Planning Department denying registration.

Membership

The Planning Department encourages neighborhood associations' membership to include renters, homeowners from all sections of the neighborhood, property owners, large and small businesses, churches and community groups. The objective of diverse membership is to help build

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partnerships and a self-reliant organization. Membership cannot be denied if an individual belongs to other associations or organizations.

Master Plan Consistency

The City of San Antonio Master Plan includes several statements related to neighborhoods including Goal One: Preserve, protect and enhance the integrity, economic viability and livability of San Antonio's neighborhoods. Policy 1g under this goal calls for encouraging the establishment of neighborhood associations, recognizing their importance in achieving the goals set for neighborhood development.

Benefits of Registered Neighborhood Associations

- Provides the contact information needed for Zoning Case Managers to send a notice about a pending zoning case to any registered neighborhood association whose boundaries fall within 200 feet of a zoning case.
- Helps guide and unify your community efforts to improve your neighborhood.
- Facilitates participation with the Police Department's SAFFE/COP programs.
- Helps develop working relationships with the City departments and the City Council.
- Ensures that your group is organized and representative of the neighborhood.
- Improves your relationship with other public agencies, the private sector and nonprofits.

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Community and Neighborhood Plans

2004/2005 Application

APPLICATION BASICS

What is the Community and Neighborhood Planning Program?

The Planning Department provides services to organizations that require assistance in developing a community or neighborhood plan -- a blueprint that guides future growth and development in your area. During the planning process, community stakeholders (residents, community groups, property owners, businesses, etc.) discuss issues (what works/what could be better), develop goals (where do you want to go), and create strategies (how to get from today to where we want to be). Plans include at least three basic elements: land use, transportation networks, and community facilities. Other specific issues identified by community members also can be addressed by the plan.

What is a Plan?

Neighborhood Plans focus on smaller geographic areas of about one square mile, 4,000 to 10,000 residents or at least 1,500 dwellings. Neighborhood Plans generally include the population necessary to support an elementary school. Community Plans focus on larger geographic areas that include between 20,000 and 60,000 people and several neighborhoods. Community Plans include the population necessary to support at least one middle or high school.

What are the benefits of a Community Plan?

Plans created with the involvement of the Planning Department are presented to City Council for formal adoption and become a component of the City's Comprehensive Master Plan. The approved plan is used by City departments, boards, and commissions as a guide for decision-making. Key projects from plans may be selected for inclusion in the Annual Improvement Project Report to City Council as a part of the budget process. Plans also help communities organize their ideas into a single document that can be shared with residents, potential community partners, and investors.

Who can apply for a Neighborhood or Community Plan?

Neighborhood associations, community organizations, and other community-related groups are eligible to apply. The applicant organization must demonstrate its ability to recruit a Planning Team of as many stakeholder groups as possible who will participate in the planning process. Selection of participants is a competitive process.

Questions?

If you have questions about the preparation of your application, please call 207-7873. The application also can be found on the Planning Department's website (<http://www.sanantonio.gov/planning/>).

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Community and Neighborhood Plans

2004/2005 Application

All applications must be received by 4:30 p.m. on Friday, January 14, 2005. Additional information cannot be accepted after the deadline. Incomplete applications will not be reviewed.

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Division Planning Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Call 207-7873 for delivery location

After January 14, all applicant organizations will be contacted to arrange a brief interview to discuss the application.

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Community and Neighborhood Plans

2004/2005 Application

Please print or type. All questions on the application should be addressed as thoroughly and accurately as possible.

GENERAL INFORMATION

Applicant Organization: _____
 Contact Person: _____
 Mailing Address: _____ Zip: _____
 Phone (day/night): _____

Application for: *(please check one)*

_____ Community Plan _____ Neighborhood Plan

QUALIFYING INFORMATION *(scored)*

1. Planning Team

The Planning Department encourages applicants to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in the planning process. By completing and signing the following table, stakeholders are indicating their willingness to participate in the planning process, which is described in the attached *example Memorandum of Understanding*, and *example Work Program*. *Developing and signing these documents will be the first task the Planning Team will complete next.* *Please attach an additional page if needed.* *(maximum score 20 points)*

	Organization Name	Name & Phone #	Signature
Neighborhood Association(s)			
Community Group(s)			
Homeowners			
Other Residents:			
Non-resident Property owners:			
School(s)			
Churches, other religious groups:			
Business(es)			
Other			

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Community and Neighborhood Plans

2004/2005 Application

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your Community or Neighborhood Planning area. A hand drawn map using an existing street map is acceptable. *(maximum score: 10 points)*

3. Neighborhood Description

Please provide a brief description of your neighborhood. For example: most of the neighborhood is composed of single-family houses that are one-story; 50 percent of the neighborhood housing is owner-occupied; a grocery and three churches are located within the area. *(maximum score: 10 points)*

4. Organizational Capacity

(maximum score: 35 points)

Please describe the resources your group(s) will provide to the planning effort. For example, identifying facilitators for neighborhood meetings, providing leadership for committee work, improving participation at plan meetings, and developing a structure to implement plan projects. Please attach your response on one page or less.

Please list the applying organizations who:

Have adopted by-laws:

Publish a newsletter (how often?):

Meet regularly as an association (how often?):

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Community and Neighborhood Plans

2004/2005 Application

5. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past 5 years. (maximum score: 15 points)

1.

2.

3.

4.

5.

6. Current or Past Collaborations.

Please provide a brief project description of current or past collaborations undertaken by the applicant group(s). Please attach your response (one page or less) including a list of partners and a date (see example below). (maximum score: 15 points)

Project Description	Date	Partners
Landscaping a median at the intersection of X Street and Y Boulevard.	Project completed October 1998.	Neighborhood Assn. Landscaping Co. Church Group City of SA

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Building Capacity & Focusing on the Issues Planning Services Application

2004/2005

APPLICATION BASICS

What is the “Focusing on the Issues” Program?

Planning staff conducts on-site workshops to assist neighborhood groups in developing strategies to address current issues through the following programs:

- ✓ **Goals and Strategies Reports** - This program enables neighborhood groups to identify commonly agreed upon goals, to prioritize them, and to create strategies to build a *livable* community. The report serves as a “blue print” of what communities can do for themselves to improve their neighborhood.
- ✓ **Special Studies and Project Specific Plans** – This program addresses critical neighborhood issues. Neighborhoods can focus on the development around a particular intersection, along key corridors, or adjacent to a major project. *North St. Mary’s/Josephine District: Revitalization Ideas Report* and *Kelly Business Corridor* are examples of special studies reports.

Who can apply?

A group of residents, neighborhood associations, and community organizations are eligible to apply for the Focusing on the Issues Program.

Questions?

If you have questions about the preparation of your application, please call 207-7873. The application also may be found on the Planning Department’s website (www.ci.sanantonio.tx.us/planning).

Other Services - The Planning Department provides direct support to neighborhood groups who desire to improve their organizational capacity. This program assists residents who want to organize a neighborhood association, or an established neighborhood association/community group that wishes to re-energize its organization. Groups receive the services of a neighborhood planner who addresses inquiries related to organizational development and provides resources for educational and leadership development opportunities. Program resources include:

- ✓ Neighborhood Association and Community Organization Registration
- ✓ Neighborhood Leadership Training
- ✓ Directory of Neighborhood Associations and Community Organizations
- ✓ Neighborhood Resource Center partnership

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Appendix 2 : Focusing on the Issues Application

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Building Capacity & Focusing on the Issues Planning Services Application

2004/2005

✓ Cyber-Hood (Free Neighborhood Web Page)

For more information about these services, please call 207-7873.

**All applications must be received by 4:30 p.m. on January 14, 2005.
Incomplete applications will not be reviewed.**

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Division Planning Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Building and Development Services Department, 1901 S. Alamo, 2 nd Floor, Suite 235

After January 14, all applicant organizations will be contacted to arrange a brief interview to discuss the application.

~~City of San Antonio Planning Department~~

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Appendix 2 : Focusing on the Issues Application

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Building Capacity & Focusing on the Issues Planning Services Application

2004/2005

Please print or type. All questions on the application must be answered as completely and accurately as possible.

GENERAL INFORMATION

Name of Applicant: _____
 Contact Person: _____
 Mailing Address: _____ Zip: _____
 Phone (day/night): _____

Application for: *(please check one)*

_____ Special Studies/Project Specific Plan

_____ Goals and Strategies Report

QUALIFYING INFORMATION *(scored)*

1. Planning Team

The Planning Department encourages applicants to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in their planning efforts. By completing the following table, the applicant is identifying the stakeholders who will be able to participate in the planning process. Please attach an additional page as needed. *(maximum score: 16 points)*

	Organization Name	Contact Name & Phone #
Neighborhood Association(s)		
Community Group(s)		
Homeowners		
Refers		
Non-resident Property owners		
Block(s)		
Churches, other religious groups		

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Building Capacity & Focusing on the Issues Planning Services Application

2004/2005

Business (es)		
Other		

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your planning area. A hand drawn map using an existing street map is fine. *Note: A neighborhood area typically encompasses about one square mile and includes enough population to support an elementary school. Special study areas may focus, for example, on the development around a particular intersection, along key corridors, or adjacent to a major project. Higher points will be awarded to planning areas that are of a sufficient size relevant to the proposed project. The Planning Department may work with the group to alter the proposed planning area boundaries. (maximum score: 10 points)*

3. Critical Neighborhood Issues or Opportunities

What are the three most critical issues or opportunities facing your neighborhood? List only three. (Example: a major new development that could change the character of the neighborhood, a public improvement project) Applicants with more pressing issues or opportunities will be awarded higher points. (maximum score: 20 points)

1.

2.

3.

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Building Capacity & Focusing on the Issues Planning Services Application

2004/2005

3.

4. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past few years. Please attach an additional page if needed. Applicants with a greater number or larger scale of current projects will be awarded higher points.

(maximum score: 10 points)

1.

2.

3.

3

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Photograph No. 1

Time:

[illegible]

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Appendix 4: Neighborhood Plan Work Program

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Example Work Program

*The following provides an example Work Program for a typical planning effort.
Developing this schedule will be one of the first tasks of the Planning Team.*

1. October/November 2006 - Getting Started
 - Organize the Planning Team.
 - Sign the Memorandum of Understanding.
 - Finalize the Work Program.
 - Planning Team begins to identify methods to publicize meetings, locate facilitators, find potential meeting facilities, etc.
 - Staff begins data collection and analysis.
2. January 2007 - First Public Meeting
 - Staff organizes, with Planning Team assistance, the first public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.

3. February 2007 - Second Public Meeting
 - Staff organizes, with Planning Team assistance, the second public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
4. March 2007 - Third Public Meeting
 - Staff organizes, with Planning Team assistance, the third public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
5. April 2007 - Fourth Public Meeting
 - Staff organizes, with Planning Team assistance, the fourth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
6. May 2007 - Fifth Public Meeting
 - Staff organizes, with Planning Team assistance, the fifth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
7. June 2007 - Sixth Public Meeting
 - Staff organizes, with Planning Team assistance, the sixth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
8. July 2007 - Seventh Public Meeting
 - Staff organizes, with Planning Team assistance, the seventh public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
9. August 2007 - Eighth Public Meeting
 - Staff organizes, with Planning Team assistance, the eighth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
10. September 2007 - Ninth Public Meeting
 - Staff organizes, with Planning Team assistance, the ninth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
11. October 2007 - Tenth Public Meeting
 - Staff organizes, with Planning Team assistance, the tenth public meeting to identify neighborhood issues, goals and objectives.
 - Staff assists in identifying neighborhood strengths and weaknesses.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.

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Appendix 4: Neighborhood Plan Work Program—Sample

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Example Work Program

6. July 2007- Third Public Meeting
 - Staff organizes, with Planning Team assistance, the third public meeting to review the final draft of the plan with City comments incorporated.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
 - Staff, with Planning Team assistance, incorporates comments from the third meeting into the plan document.
7. September/October 2007 - Plan Adoption
 - Staff prepares the plan for consideration by Planning Commission and City Council.
8. November 2007 - After Adoption
 - Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.
 - Coordinating Group publicized the plan to neighborhood stakeholders and newcomers.

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Appendix 5: Meeting Agenda Sample

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Greater Dellview Area Community Plan

PUBLIC MEETING #1: IDENTIFYING THE ISSUES

Saturday, January 29, 2005

9:30 AM – 12:30 PM

St. Mark's United Methodist Church, 1902 Vance Jackson Rd.

AGENDA

- | | |
|---------------|---|
| 9:30 - 9:40 | Welcome: sign-in, review maps, enjoy refreshments, meet & greet your neighbors |
| 9:40 - 10:00 | Introductions and Opening Comments: <ul style="list-style-type: none">• Roger Flores, District 1 Councilman• Michael Villarreal, State Representative District 123• Emil Moncivais, Planning Director• Community Planning Team Representatives |
| 10:00 - 10:15 | Overview of Planning Process and Meeting Purpose & Outcomes
Purpose: Identify community issues: strengths, weaknesses, and opportunities and concerns
Outcomes: Lists and maps of the community's strengths, weaknesses, and opportunities ranked by importance. |
| 10:15 - 11:30 | Small Group Work Session
Community input will be noted on easel pads. Please: <ul style="list-style-type: none">• Be courteous• Share your ideas• Be specific and concise – please, no speeches• Listen to others |
| 11:30 - 12:00 | Small Group Report Outs <ul style="list-style-type: none">• Each small group reports on its ideas |
| 12:00 - 12:15 | Review of Next Steps <ul style="list-style-type: none">• Next Public Meeting: Workshop on Housing and Economic Development in early March |
| 12:15 - 12:30 | Sign-Up for Planning Team and/or Neighborhood Organizations |

CONTACTS FOR FOLLOW UP:

Planning Department - Greg Baker, 207-7919 or www.sanantonio.gov/planning

Planning Team - Marianna Ornelas, 732-1306

Marie Ramos, 723-9060

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Appendix 6: Meeting Flyer

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PUBLIC MEETING
SATURDAY, JANUARY 29, 2005
9:30 A.M. TO 12:30 P.M.
ST. MARK'S UNITED METHODIST CHURCH
GYMNASIUM, 1902 VANCE JACKSON RD.

MEETING PURPOSE

The City of San Antonio Planning Department, along with the Dellview, North Central, Northwest Los Angeles Heights, and Pasadena Heights neighborhood associations are working to develop an urban plan for the area. The plan will include items related to transportation, economic development, housing, and land use. If you live, work, own property, or do business in the area, you're invited to attend. You'll learn more about the planning process, including any future public meetings, as well as share your thoughts regarding the present conditions and future development of the planning area. Please plan to attend. Your participation is needed and encouraged!

QUESTIONS?

Please call Greg Baker at the City of San Antonio Planning Department, 207-7919.



GREATER DELLVIEW AREA COMMUNITY PLANNING AREA

PLANNING AREA BOUNDARIES:

- ⇒ Jackson-Keller Rd. to north
- ⇒ Hildebrand Ave. to south
- ⇒ IH-10 W to the west
- ⇒ Blanco Rd. to the east

PROPOSITO DE LA REUNIÓN

La Ciudad de San Antonio, junto con las vecindades de Dellview, North Central, Northwest Los Angeles Heights, y Pasadena Heights, están trabajando juntos para elaborar un plan urbano que incluya metas para el desarrollo integral del área. Usted está invitado a tomar parte en la primera reunión pública asociado con la elaboración de este plan. En la reunión, usted tendrá la oportunidad de ofrecer sus opiniones sobre las condiciones actuales, y sus ideas y visión para el futuro de la comunidad. Favor de asistir la reunión. ¡Necesitamos su participación!

¿PREGUNTAS?

Favor de llamar Greg Baker, Departamento de Planificación de la Ciudad de San Antonio, 207-7919.

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Appendix 6: Press Release

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*News Release
Sample*

**For Immediate Release
Date**

Contact:

Greater Dellview Area Community Plan Public Meeting

The City of San Antonio, together with the Dellview, North Central, Northwest Los Angeles Heights, and Pasadena Heights neighborhood associations will be sponsoring a public meeting to officially begin the process for creating an urban plan for these areas. The event will take place 9:30AM – 12:30PM on Saturday, January 29, 2005 at St. Mark's United Methodist Church, 1902 Vance Jackson Rd. All interested citizens are invited to come by and learn more about the planning area and process, listen to guest speakers, and participate in an exercise to map neighborhood concerns and issues:

The Greater Dellview Area Community Plan area is bound by Jackson-Keller Rd. and Loop 810 on the North, Blanco Rd. on the East, W. Hildebrand Ave. on the South, and IH-10 West on the West. The area resides completely within City Council District 1, and has approximately 33,202 residents.

Community and Neighborhood plans take approximately 8-12 months to complete, and are a collaborative process between interested citizens in the area, a Planning Team comprised of interested stakeholders, and City staff. Business owners, residents, community, civic and religious groups are encouraged to attend.

For more information on this or any other CENP projects or services, please contact the City of San Antonio Planning Department at 207-7573.

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Appendix 7: Traffic & Street Conditions Worksheet

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Traffic and Street Conditions

I. Traffic and street conditions map.

Using a map of your neighborhood, indicate any of the following:

1. Dangerous intersections
2. Streets with heavy traffic flow
3. Extremely steep or narrow streets
4. Poorly drained streets
5. Blind corners where shrubs or fences block drivers' visibility
6. One way streets
7. Alleys which are in poor condition
8. Street pavement which is in poor condition
9. Dangerous potholes
10. Streets which have insufficient street lighting
11. Location of public transit routes and stops

II. Traffic and street conditions checklist.

	YES	NO
1. Are the speed limits in your neighborhood reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are traffic signs and signals visible?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the speed limits enforced?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there safe school and pedestrian crossings?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there sidewalks?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there bike lanes?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there sufficient parking in residential areas?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there sufficient parking in commercial areas?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the majority of the road surface in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the majority of the sidewalks in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the majority of the streets well lighted?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there adequate neighborhood access to public transportation?	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix 8: Parks Conditions Worksheet

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Parks, Recreation, and Open Space Condition

I. Parks, Recreation, and Open Spaces condition map.

Using a map of your neighborhood, indicate the following:

1. All City owned parks.
2. All recreational facilities (ball fields, tennis courts, Pools, community centers, etc.)
3. All private recreational facilities (health clubs, pools, skating rinks, etc.)
4. Other open spaces which are open to the public (gardens, cemeteries, school yards, etc.)

II. Parks, Recreation, and Open Spaces condition checklist.

	YES	NO
1. Are the City parks well maintained?	<input type="radio"/>	<input type="radio"/>
2. Do residents feel safe in the city parks?	<input type="radio"/>	<input type="radio"/>
3. Are ball fields and other recreational facilities adequate to meet neighborhood demand?	<input type="radio"/>	<input type="radio"/>
4. Are recreational areas adequately lit for night use?	<input type="radio"/>	<input type="radio"/>
4. Are there special recreational programs to meet the need of:		
a. Children?	<input type="radio"/>	<input type="radio"/>
b. Teen-agers?	<input type="radio"/>	<input type="radio"/>
c. Adults?	<input type="radio"/>	<input type="radio"/>
d. Senior citizens?	<input type="radio"/>	<input type="radio"/>
e. Disabled?	<input type="radio"/>	<input type="radio"/>
5. When parkland is being dedicated (by developers) in your neighborhood area, is your neighborhood organization contacted for input?	<input type="radio"/>	<input type="radio"/>

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Appendix 9: Social & Institutional Conditions Worksheet

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Social and Institutional Services

I. Social and Institutional conditions map.

Using a map of your neighborhood, indicate the following:

1. Senior citizens centers.
2. Community centers
3. Low income housing developments for families
4. Low income housing for senior citizens
5. Nursing homes
6. Group homes for the physically or mentally disabled
7. Day care centers
8. Churches and synagogues
9. State or City services (welfare or food stamp office, post office, library, etc.)
10. Hospitals, clinics, and doctors and dental offices
11. Schools (public and private)
12. Other social and/or institutional services (food banks, offices of neighborhood associations, food cooperatives, etc.)

II. Social & Institutional conditions checklist.

		YES	NO
1.	Is there adequate housing for low-income residents?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is day care available in the neighborhood?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate medical attention available?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are there adequate social and recreational activities available?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is there adequate care for neighborhood needs?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are there good examples of how the neighborhood could be improved?	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix 10: Neighborhood History Worksheet

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Neighborhood History

1. When was the neighborhood first settled?
2. Was there anything special about the first residents? (for example, were they all from the same ethnic group? Did they migrate together?)
3. Did the neighborhood play a special role in the development of the City or area or region?
4. Were there, or are there, any famous residents?
5. How has the neighborhood changed over time?

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Appendix 11: Building Survey Sample

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RESIDENTIAL

CITY OF SAN ANTONIO NEIGHBORHOODS SURVEY

Name of Surveyor: _____ Date: _____

Section # _____ Parcel # _____ Address _____

LAND USE

Please complete this section using the land use map.

BUILDING CONDITION

1) OCCUPIED: ☐ Yes ☐ No

2) BUILDING HEIGHT: ☐ 1 Story ☐ 2 Stories ☐ 3 Stories ☐ 4+ Stories

3) CRACKS / STRUCTURAL LEANING: ☐ None ☐ Minor ☐ Major

	GOOD	NEEDS MINOR REPAIR	NEEDS MAJOR REPAIR
4) EXTERIOR SIDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) ROOF CONDITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESIGN FEATURES

6) EXTERIOR SIDING: ☐ Wood Clapboard ☐ Wood Shingle ☐ Asbestos Shingles
☐ Vinyl ☐ Brick ☐ Stucco
☐ Stone ☐ Other _____

7) ROOF TYPE: ☐ Asphalt Shingles ☐ Metal ☐ Clay Tile
☐ Wood Shingles ☐ Other _____

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Appendix 11: Building Survey Sample

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8) ROOF SLOPE:

☐ Flat ☐ Low ☐ Regular ☐ Steep

9) PORCH:

☐ "L" Plan Porch ☐ Wraparound

☐ Attached ☐ None

10) GARAGE:

☐ Attached ☐ Detached ☐ Converted ☐ Carport ☐ None

ENVIRONMENTAL FEATURES:

11) NUMBER OF TREES IN THE FRONT YARD:

12) CONDITION OF SIDEWALK:

☐ Good ☐ Needs Minor Repair ☐ Needs Major Repair ☐ No Sidewalk

13) CURB:

☐ Yes ☐ No

Neighborhood Workbook

Appendix 11: Building Survey Sample

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COMMERCIAL

CITY OF SAN ANTONIO NEIGHBORHOODS SURVEY

Name of Surveyor: _____ Date: _____

Section # _____ Parcel # _____ Address _____

LAND USE

Please complete this section using the land use map.

BUILDING CONDITION

1) OCCUPIED: ☐ Yes ☐ No

2) USE: ☐ Original ☐ Modified (i.e. a house now used as a business)

3) BUILDING HEIGHT: ☐ 1 Story ☐ 2 Stories ☐ 3 Stories ☐ 4+ Stories

4) AGE: ☐ Old (built prior to 1950) ☐ Modern (newer construction)

5) NUMBER OF BUSINESS: ☐ Single (1 business on the lot) ☐ Multiple (more than 1 business on the lot)

DESIGN FEATURES

6) MATERIALS: ☐ Wood ☐ Brick

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Appendix 11: Building Survey Sample

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7) SETBACK:

☐ Near curb

☐ 1 line of parking

☐ 2+ lines of parking

ENVIRONMENTAL FEATURES

8) NUMBER OF TREES IN FRONT OF BUSINESS: _____

9) CONDITION OF SIDEWALK:

☐ Good

☐ Needs Minor Repair

☐ Needs Major Repair

☐ No Sidewalk

Neighborhood Workbook

Appendix 11: Building Survey Sample

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Neighborhood Survey Code Sheet

All of the possible answers from the Neighborhood Survey's are listed below. Each answer has been assigned a numerical value. The purpose for the numbering is to facilitate the categorizing of properties.

Land Use

1a) Residential	
Single Family -	1
Apartment Bldg -	2
Duplex/Triplex/Fourplex -	3
1b) Commercial/Industrial	
Office -	1
Retail -	2
Restaurant -	3
Bar -	4
Light Industrial -	5
Heavy Industrial -	6
1c) Institutional	
Church -	1
School -	2
Non-Profit -	3
Other -	99

Building Condition

2) Occupied	
Yes -	1
No -	2
3) Adaptive Reuse	
Original -	1
Modified -	2
4) Building Height	
1 story -	1
2 stories -	2
3 stories -	3
4 + stories -	4
5) Major cracks or any portions of the Structure leaning?	
Major -	1
Minor -	2
None -	3
6) Exterior Siding Condition	
Poor -	1
Fair -	2
Good -	3
Excellent -	4
7) Roof Condition	
Poor -	1
Fair -	2
Good -	3
Excellent -	4

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8) Overall Building Condition	
Poor -	1
Fair -	2
Good -	3
Excellent -	4
<u>Architectural Features</u>	
9) Exterior Wall Siding	
Vinyl -	1
Wood -	2
Stone -	3
Brick -	4
Stucco -	5
Other -	99
10) Roof Type	
Asphalt Shingles -	1
Sheet Metal -	2
Clay Tile -	3
Wood Shingles -	4
Other -	99
11) Roof Slope	
Flat -	1
Low -	2
Regular -	3
Steep -	4
12) Dormers	
Yes -	1
No -	2
13) Windows	
Wooden -	1
Metal -	2
14) Window Operation	
Fixed -	1
Casement -	2
Hung -	3
15) Porch	
Enclosed -	1
Wraparound -	2
Added -	3
None -	4
16) Columns in Porch	
Posts -	1
Columns -	2
None -	3

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Appendix 11: Building Survey Sample

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- 17) Garage
- | | |
|---------------|---|
| Carport - | 1 |
| Living Area - | 2 |
| None - | 3 |
| 1 car - | 4 |
| 2 car - | 5 |
- 18) Does Garage door face street?
- | | |
|------------------|---|
| Yes - | 1 |
| No - | 2 |
| Does not apply - | 3 |
- 19) Is Garage connected to House?
- | | |
|------------------|---|
| Attached - | 1 |
| Detached - | 2 |
| Does not apply - | 3 |

Environmental Features

- 20) Yard Condition
- | | |
|-------------------------------------|---|
| Fully-planted & well-maintained - | 1 |
| Fully-planted not well-maintained - | 2 |
| Partial coverage of grass - | 3 |
| Weed-covered - | 4 |
| Fully-paved - | 5 |

- 21) Trees planted
- | | |
|--------|----|
| None | 1 |
| 1-5 | 2 |
| 6-10 | 3 |
| 11-15 | 4 |
| 16-20 | 5 |
| 21-25 | 6 |
| 26-30 | 7 |
| 31-35 | 8 |
| 36-40 | 9 |
| 41-45 | 10 |
| 46-50 | 11 |
| 51-55 | 12 |
| 56-60 | 13 |
| 61-65 | 14 |
| 66-70 | 15 |
| 71-75 | 16 |
| 76-80 | 17 |
| 81-85 | 18 |
| 86-90 | 19 |
| 91-95 | 20 |
| 96-100 | 21 |

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Appendix 12: Mail Survey Sample

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Neighborhood Questionnaire

Dear Resident,

We, the _____ Association, are conducting this survey to identify areas of quality, concern and need for preservation/improvement in our neighborhood. **We would appreciate your help in taking a few minutes to answer the following questions. Feel free to skip any questions that do not apply to you.**

General

1. What street do you live on? _____
2. Do you own _____ or _____ rent your home? How long have you lived there? _____
3. Do you plan on staying in the neighborhood? _____ yes _____ no
4. Would you be interested in preservation of the character of the neighborhood?
_____ yes _____ no _____ maybe

Security / Safety

5. On a scale of 1(not very) to 10 (very), how safe do you consider the Neighborhood? _____
6. Do you feel safe (walking) at night? _____ yes _____ no
7. What safety/security improvements could be made? Circle all that apply and indicate where:
 - a. More street lights _____
 - b. Better sidewalks and curbs _____
 - c. Organization of watch groups _____
 - d. More frequent security patrolling _____
 - e. Other: _____
8. Is graffiti _____ and/or vandalism _____ a problem on your street or in your area? If so, where? _____

Housing / Land Use

9. Are you satisfied with the current land uses (mix of residential to commercial structures) in the neighborhood?
_____ yes _____ no. If no, why not? _____
10. Would you propose any changes in the amount of any type of building use?

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Appendix 12: Mail Survey Sample

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- a. ____ more ____ less single family residences
- b. ____ more ____ less multi-family residences
- c. ____ more ____ less businesses
- d. ____ more ____ less public institutions (schools, museums, etc.)
- e. ____ more ____ less other _____

11. Are vacant buildings on your street or in your area a concern to you?
____ yes ____ no. If yes, where and what problems exist? _____

Transportation / Infrastructure

12. How close to your job are you? Circle all that apply
- a. within walking distance?
 - b. within biking distance?
 - c. within driving distance?
 - d. other _____
13. Do you consider the currently available public transportation adequate?
____ yes ____ no. If no, what problems exist? _____
14. Do you consider there to be any problems with traffic circulation in the Neighborhood? ____ yes ____ no. If yes, what problems exist? _____
15. What solutions do you choose to correct traffic circulation problems? Circle all that apply and state location:
- a. traffic diverters _____
(barriers placed across streets to block through movements)
 - b. pedestrian crossings _____
 - c. stop signs _____
 - d. traffic lights _____
 - e. speed bumps _____
 - f. police patrol _____
 - g. other _____
16. What types of vehicles travel on your street? Circle all that apply
- a. personal vehicles
 - b. large or commercial trucks
 - c. buses
 - d. other _____

Neighborhood Workbook

Appendix 12: Mail Survey Sample

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Natural and Cultural Resources / Outdoor Gathering Areas

17. Do you use any of the natural resources available to neighborhood residents?
Circle all that apply and rate on a scale of 1 to 10

(from seldom use to frequently use):

- a. _____ Park
- b. _____ Community Center
- c. Pocket parks throughout neighborhood
- d. YMCA
- e. School playground

18. Would you like to see development of the pocket parks and public areas in the neighborhood? ____ yes ____ no

If yes, what improvements do you suggest? Circle all that apply.

- a. Better lighting at night
- b. Benches
- c. Landscaping
- d. Designated pathways
- e. Playground equipment
- f. Other _____

Schools

19. Do you have children who attend public schools in the neighborhood?

____ yes ____ no. If no, why not? Circle all that apply:

- a. Do not have children / children of school age
- b. Children attend private school
- c. Other _____

20. On a scale of 1 to 10, what do you consider the quality of the public schools assigned to the neighborhood to be? (1 being poor and 10 being excellent).

_____ Elementary School _____
_____ Middle School _____
_____ High School _____

21. Will you / would you send your child or children to public schools in the neighborhood? ____ yes ____ no.

Commercial Services / Businesses

22. Are you satisfied with the commercial services provided by businesses in the Neighborhood? ____ yes ____ no. If no, what additional services are needed?

23. What neighborhood commercial services do you utilize?

- a. gas stations
- b. grocery stores
- c. restaurants
- d. Other _____

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Appendix 12: Mail Survey Sample

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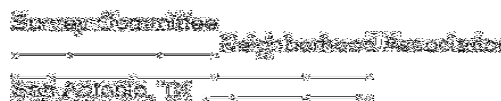
Other

24. What additional comments / suggestions would you like to make? _____

Please bring your completed questionnaire to the next Neighborhood Plan public meeting on _____, at _____ or return by mail to:

Survey Committee _____
_____ Neighborhood Association
San Antonio, TX _____

(fold on line and staple or place tape at bottom)



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Appendix 13: Important Links

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Important Links and Phone Numbers

Alamo Area Council of Governments	http://www.aacog.com/	210-362-3201
Animal Care Services	http://www.sanantonio.gov/animalcare/	210-207-8155
Bexar Appraisal District (BAD).	http://www.bcad.org/	210-224-8511
Bexar County	http://www.bexar.org/	210-335-2011
Bexar County Dispute Resolution Center	http://www.bexar.org/drc/index.html	210-335-2121
City of San Antonio Customer Service	http://www.sanantonio.gov/	311
City Council Offices	http://www.sanantonio.gov/council/	210-207-7040
Community Initiatives	http://www.sanantonio.gov/communit/	210-207-7234
Cultural Affairs	http://www.sanantonio.gov/art/	210-207-6967
Development Services	http://www.sanantonio.gov/dsd/	210-207-7902
Economic Development Department	http://www.sanantonio.gov/edd/	210-207-8080
Environmental Services	http://www.sanantonio.gov/enviro/	210-207-6470
Handbook of Texas Online	http://www.tsha.utexas.edu/handbook/online/	
Historic Preservation and Design Review Division	http://www.sanantonio.gov/planning/Historic.asp	210-207-7873
Metropolitan Partnership for Energy	http://www.sp4e.info/	210-7278
Metropolitan Planning Organization	http://www.sametroplan.org/	210-227-8651
Neighborhood Link	http://sat.neighborhoodlink.com/public/	
Neighborhood Resource Center	http://www.nrc-sa.org/index.htm	210-735-3204
Neighborhood & Urban Design Division	http://www.sanantonio.gov/planning/neighborhoods/	210-207-7873
Neighborhood Services	http://www.sanantonio.gov/nad/	210-207-7873

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Appendix 13: Important Links

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Nonprofit Resource Center of Texas	http://www.nprc.org/	210-227-4333
Parks and Recreation	http://www.sanantonio.gov/sapar/	210-207-8480
Planning Department	http://www.sanantonio.gov/planning/	210-207-7873
Police Department	http://www.sanantonio.gov/sapd/	210-207-7360
Public Works Department	http://www.sanantonio.gov/publicworks/	210-207-8025
San Antonio Conservation Society	http://www.saconservation.org/	210-224-6163
San Antonio Housing Authority	http://www.saha.org/	210-477-6360
San Antonio Metropolitan Health District	http://www.sanantonio.gov/health/	210-207-8731
San Antonio Public Library	http://www.sanantonio.gov/library/	210-207-2500
School Districts	http://www.sachamber.org/relo/school_districts.php/	
State of Texas	http://www.state.tx.us/	
Texas Atlas	http://www.atlas.thc.state.tx.us/	
Texas Department of Transportation	http://www.dot.state.tx.us/	
Texas Historical Commission	http://www.thc.state.tx.us/	
Texas Real Estate Center	http://www.recenter.tamu.edu/	979-845-2031
Texas State Data Center	http://www.txcdc.utsa.edu/	210-458-6543
Texas Workforce Commission (TWC)	http://www.twc.state.tx.us/	800-832-2829
Trans Guide	http://www.transguide.dot.state.tx.us/	
United States Census	http://www.census.gov/	
United Way of San Antonio and Bexar County	http://www.unitedway.sabx.org/	210-352-7000
VIA Metropolitan Transit	http://www.viainfo.net/	210-362-2020

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